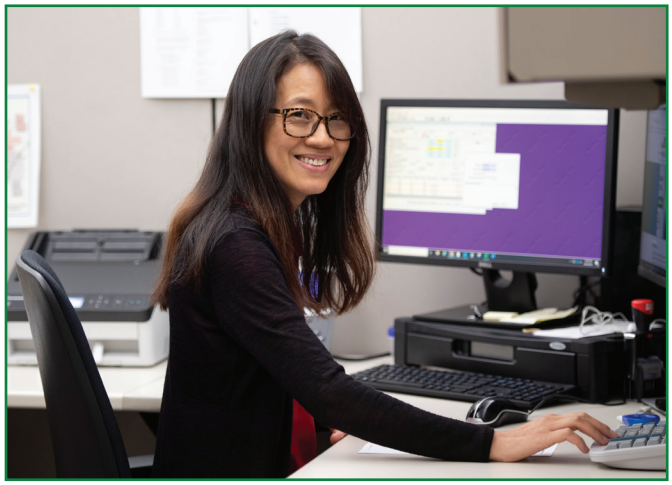
RESOURCE TECHNICIAN I

(FINANCE/TAX)

JOB ANNOUNCEMENT

CITY OF MASON OHIO

more than you imagine.



imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolis and has earned a reputation as a progressive, innovative community. The City is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the City has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The City also has two private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The City is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve four-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the City with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Resource Technician I

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: $59,800.00 - $72,687.00 DOQ
Classification: Classified
Reports To: Assigned Department Head
FLSA: Non-Exempt
Posted: Friday, August 28, 2026
Closes: Open until filled
Department: Varies
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class
Under the direction of the Assistant City Manager, Finance Director or designee the position of Resource Technician I performs a variety of complex administrative duties involving projects and procedures in a single and/or multiple departments as assigned. The position will receive guidance, support and daily supervision for their work from the individual within the department for which the work has been requested. Work varies based upon departmental assignment, requiring interpretive judgement within prescribed standards and procedures with some opportunity for discretion and independent action. Tax preparation, review, and reconciliation is an essential responsibility embodying 80% of the position.

An employee in this class exercises initiative, independence and mature judgment in performing assigned technical activities that at times may require a great deal of confidence. The administrative tasks are varied and may include collecting monies, performing calculations, auditing, ensuring recording of payments, following-up on delinquencies, reoccurring accounting entries, correspondence composition, furnishing information to visitors and telephone callers, processing invoices, requesting and managing purchase orders, processing and sending out mail, organizing and maintaining files, and operating office equipment. The position requires the highest degree of discretion and integrity with frequent contact with employees and the public. The position will keep Supervisor advised of the current status of assigned work and provides open lines of communication. Supervisor is available for consultation on routine matters and gives detailed instructions on new assignments.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)
- Customer service assistance by telephone, email, and in-person visits from a wide variety of customers who seek services, assistance, and direction from the City including taking payments.
- Preparing tax returns and addressing service issues.
- Preparing and entering routine accounts payables, accounts receivables, purchasing, and payroll transactions.
- Requesting purchase orders, processing invoices, telephone coverage, file set-up and management, calendar management and ordering supplies and equipment.
- Managing records and compliance with records retention policies and procedures.
- Processing surplus inventory.
- Prepare and assemble promotional information as assigned.
- Working and coordinating with other members of the administrative team to form a cohesive environment working towards the City's and departmental goals and objectives.
- Assist with various special projects and support of incident command for events and activities that are citywide priorities.

Skills, Knowledge, and Abilities: The following is preferred
- Proficiency in MS Word, Outlook, Excel;
- Excellent verbal and written communication skills. Must be proficient in the English language and must be able to interact and communicate with individuals at all levels of the organization and a wide variety of customers using superior customer service skills;
- Professional and positive attitude;
- Able to make complex mathematical computations rapidly and accurately;
- Flexible, adaptable, collaborative, and open style and ability to function effectively;
- Able to interpret instructions in written or oral form;
- Ability to handle highly confidential and critical information in a professional business manner while ensuring the security of confidential information;
- Ability to interpret and make decisions in accordance with laws, ordinances, rules, and department policies and procedures;
- Possess clerical aptitude including ability to maintain complex clerical records and prepare reports from such sources with a high degree of accuracy;
- Good judgment; tact and courtesy; able to interpret instructions in written or oral form;
- Willingness to learn and grow - assisting in "Commitment to Excellence in Public Service";
- Willingness to work additional hours as needed and adjust schedule for some special events/activities;
- Ability to cooperate with supervisors, co-workers and the public.

Minimum Education, Experience, and Requirements
- High school diploma or equivalent.
- Advanced skills in MS Word, Outlook, and Excel.
- Computer accounting system operation and data entry.
- Minimum of 3 years of experience providing administrative support to executive staff.
- Work experience in tax operations, bookkeeping and/or general accounting is preferred.

Candidate Qualifications Profile (Continued)

- An Associate or higher degree in related area may be substituted for two (2) years of experience.
- Any combination of education and experience equivalent to graduation from high school including bookkeeping, typing, and business courses, and advanced training in tax, accounting, business or office experience.

Physical Requirements:

- Able to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.
- Lift up to 25 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.
- Communicate professionally in person, in writing, and other mediums;
- Proficient on computers and software programs.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is $91/month single, $182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of $3,100 or $4,500 for $100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Employees are credited with 112 hours of personal time annually.
- Life insurance policy of $50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Please Apply Online

imaginemason.org

Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply